

# DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the work unit (division or district) that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

## Maintenance Division - Administration

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Maintenance Division, located in the Monroe Building, 19<sup>th</sup> Floor, , Richmond, Virginia. Mailing address: VDOT, Maintenance Division, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-0783. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or e-mail at [Robert.Prezioso@vdot.virginia.gov](mailto:Robert.Prezioso@vdot.virginia.gov).

### Guidance Documents:

Maintenance Best Practices Manual (August 2008):

Abandoned Vehicles on the Right-of-Way (Section 6.6.5), Code of Virginia §46.2-1210

Budgets (Chapter 3), §§33.1-23.02 (B) and 33.1-23.1(B)

Contracts (Chapter 4), §§2.2-4301, 2.2-4303, 33.1-12 (2), and 33.1-190

Dead Animal Removal (Section 11.5.2), §18.2-323

Debris on Highway or Roadside (Section 11.5.3), §§10.1-1424, 18.2-324, and 33.1-346

Drainage (Chapter 5), §§2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190

Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), §33.1-200.1

Dump Creating Fire Hazard to Public Bridge (Section 16.9.14), §33.1-347

Entrances/Land Use, (Chapter 6, specifically, Sections 6.3 and 6.5), §§33.1-197 through 33.1-199

Special Facilities (Chapter 15), §§33.1-252 and 33.1-268

Fishing From Bridges (Section 16.9.1), §33.1-207, 24VAC30-20-90

Garden Week (Section 11.6), §33.1-12

Historical Markers (Section 11.7), §§10.1-2202 (12), 24VAC30-150-2100

Illegal Signs on Right-of-Way (Section 11.8.2), §33.1-373, 24VAC30-20-160

Inmate Labor (Chapter 9), §§53.1-56, 53.1-57, and 53.1-58

Landfills (Section 11.5.5.2), §33.1-347

Litter Control and Disposal Operations (Section 11.5), §§10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Mail Boxes and Newspaper Boxes (Section 6.6.3), §33.1-206, 24VAC30-20-110

Outdoor Advertising and Junkyards (Section 11.8), §§33.1-348, 33.1-351 et seq.

Pesticides and Fertilizers (Section 11.4), Virginia Pesticide Control Act (Title 3.2, Chapter 39 of the Code of Virginia)

Political Signs on Right-of-Way and Collection Process (Sections 11.8.2.1 and 11.8.2.3), §33.1-373, 24VAC30-20-160

Posted Roads and Bridges (Sections 12.3.7, 12.8 and 16.9.3), §46.2-1104

Primary System Overhead Crossing and Underpass (Section 10.3), §56.368-1

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), §33.1-195

Railroads (Chapter 10), §§56-405, 56-406.1, 56-406.2, and 56.368-1

Real Estate Signs on Right-of-Way and Collection Process (Sections 11.8.2.2 and 11.8.2.3), §33.1-373

Rest Areas and Waysides/Picnic Areas (Sections 15.5 and 15.6), §§33.1-12 (3) and 33.1-218, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), §§46.2-1104 and 46.2-1124 through 46.2-1127

Roads in State Institutions (Section 15.11), §33.1-33

Roadway and Non-Roadway Lighting (Section 18.10), §§15.2-2020 and 46.2-100

School Zone Signs (Section 18.1.4), §46.2-873

Sledding Play Areas Designated by Local Governments (Section 14.2.12), §46.2-1302

Snow Emergency Routes (Section 14.2.10), §46.2-1302

Speed Limits (Section 18.1.5), §46.2-878

Steel Plates (Section 18.11), §33.1-223.2:14

Road and Street Name Signs (Section 18.1.2), §33.1-69.01

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Land Development Manual, Volumes I and II, which supports the Minimum Standards of Entrances to State Highways (Code of Virginia §33.1-198 and 24VAC30-71) and the Subdivision Street Requirements (§§33.1-69 and 33.1-229 and 24VAC30-91)

Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2008, 24VAC30-155 (available at <http://www.virginiadot.org/projects/chapter527/>)

## **Scheduling and Contract Division**

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Scheduling and Contract Division, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at the specified cost by contacting the Scheduling and Contract Division Administrator's Office at the same address, telephone (804) 225-3292, or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the Scheduling and Contract Division Administrator at the same address, telephone, and FAX numbers given above.

The documents below are issued pursuant to §33.1-13 of the Code of Virginia. The Post Construction Manual, 2005 Construction Manual, and the Instructional Memoranda (listed under the "Location & Design" category) are available at the following Internet address:

<http://www.virginiadot.org/business/manuals-default.asp>

### **Guidance Documents:**

VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

VDOT Emergency Contract Manual, revised May 2008, no charge

VDOT Post Construction Manual (Imperial and Metric), revised November 2007, no charge

VDOT 2005 Construction Manual, revised August 2004, \$11, no charge from Internet

VDOT Construction Phase Inspection Manual, revised April 2008, no charge (also available at [http://www.virginiadot.org/business/resources/const/Inspection\\_Manual.pdf](http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf))

VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

VDOT Value Engineering Program Administration Manual, revised October 24, 2008, Code of Virginia, §33.1-190.1, no charge

VDOT Construction Directive Memoranda, issued 1994 – 2007, no charge from Internet (<http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp>)

Each memorandum is generally two pages or less in length and pertains to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months.

### **Financial Planning Division**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Financial Planning Division, located in the Highway Building, 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564, or e-mail [john.lawson@vdot.virginia.gov](mailto:john.lawson@vdot.virginia.gov).

### **Guidance Documents:**

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, §33.1-12 (9). These items may also be viewed at the VDOT website at the following address:

VDOT Info & Service: VDOT Budget and Supplement  
<http://www.virginiadot.org/projects/reports-budget.asp>.

### **Innovative Project Delivery Division**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Innovative Project Delivery Division, located at 1221 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-1103 or faxing (804) 786-7221. These documents are also accessible via the Internet from the following addresses:

**PUBLIC-PRIVATE TRANSPORTATION ACT:** Commonwealth of Virginia Public-Private Transportation Act of 1995 Guidelines, revised October 31, 2005, Code of Virginia, §56-556 et seq.:  
<http://www.virginiadot.org/business/ppta-Guidelines.asp>

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

**DESIGN-BUILD:** Design-Build Procurement Manual, Revision March 1, 2007, Code of Virginia, §33.1-12 (2)(b):

[http://www.virginiadot.org/business/resources/Final\\_DB\\_Manual\\_070801.pdf](http://www.virginiadot.org/business/resources/Final_DB_Manual_070801.pdf)

Questions regarding interpretation or implementation of the Design-Build Procurement Manual may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

## **Local Assistance Division**

Documents and information regarding programs referenced in this entry are accessible from the Virginia Department of Transportation website at:

<http://www.virginiadot.org/business/local-assistance.asp>

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting W.R. Dandridge, Program Manager, at the same address, telephone (804) 786-2745 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at:

<http://www.virginiadot.org/business/local-assistance.asp>

### **Guidance Document:**

Economic Development Access Program Guide, revised July 2007, Code of Virginia, §33.1-221, 24VAC30-271 (Economic Development Access Fund Policy)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at:

[http://www.virginiadot.org/projects/resources/2005\\_EnhancementManual\\_3\\_.pdf](http://www.virginiadot.org/projects/resources/2005_EnhancementManual_3_.pdf)

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Enhancement Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 786-2603, or e-mail [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov), [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov), or [cynthia.clark@vdot.virginia.gov](mailto:cynthia.clark@vdot.virginia.gov).

### **Guidance Document:**

Enhancement Program Procedure Manual, March 2005, Code of Virginia, §33.1-12 (9) and (11)

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219.

Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Mark White, Urban Policy Manager, at the same address, telephone (804) 786-3438. This document may also be accessed at:

[http://www.virginiadot.org/business/resources/UCI\\_Guidelines.pdf](http://www.virginiadot.org/business/resources/UCI_Guidelines.pdf)

Questions regarding interpretation or implementation of this document may be directed to Mark White, Urban Policy Manager, at the same address and telephone number given above.

**Guidance Document:**

Urban Construction Initiative Program Administration Guide, August 2008, Code of Virginia §33.1-23.3

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Local Assistance Division, VDOT Annex, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Local Assistance Division at the same address, telephone (804) 786-0334, or FAX (804) 371-0847. These documents may also be accessed via the websites provided below.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

**Guidance Documents:**

Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, January 2007, 24VAC30-325 (Urban Maintenance and Construction Policy) [http://www.virginiadot.org/business/resources/Urban\\_Manual\\_1-1-07\\_Final.pdf](http://www.virginiadot.org/business/resources/Urban_Manual_1-1-07_Final.pdf)

Revenue Sharing Program Guide, 2008, 24VAC30-280 (Revenue Sharing Program)

[http://www.virginiadot.org/business/resources/local\\_assistance/Revenue\\_Sharing\\_Guide\\_2008.pdf](http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf)

Guide for Local Administration of VDOT Projects, August 2007, 24VAC30-280 (Revenue Sharing Program), §§33.1-12 and 33.1-75.3, Code of Virginia

[http://198.176.41.198/business/resources/LAP\\_Guide\\_August\\_07.pdf](http://198.176.41.198/business/resources/LAP_Guide_August_07.pdf)

VDOT Construction Oversight Guide for Locally Administered Projects, February 2007, §§33.1-12 and 33.1-75.3, Code of Virginia

[http://www.virginiadot.org/business/resources/CNOversightGuide\\_Final\\_20807.pdf](http://www.virginiadot.org/business/resources/CNOversightGuide_Final_20807.pdf)

## **Location and Design Division**

The following document is available electronically from the VDOT Public Website at the following address: <http://www.virginiadot.org/business/locdes/Manuals.asp>

Questions regarding interpretation or implementation of this document may be directed to the Policies and Procedures Section Manager at the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

### **Guidance Document:**

VDOT Public Involvement Policy and Procedure Manual, revised January 2007, Code of Virginia, §33.1-18

The following document is available electronically from the VDOT Public Website at the following address:

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf>

Questions regarding interpretation or implementation of this document may be directed to the Policies and Procedures Section Manager at the Virginia Department of Transportation's Location and Design Division, Policies and Procedures Section located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

### **Guidance Document:**

Instructional and Informational Memorandum IIM-LD-55, Curb Ramps and Sidewalks, revised August 20, 2007; § 15.2-2021, Code of Virginia

## **Traffic Engineering Division**

Copies of the Traffic Engineering Memoranda (1967- present), issued pursuant to authority set forth in Code of Virginia, §33.1-12 (3) and (5), and that deal with traffic control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983 or Mark Hodges at the same address, telephone (804) 786-2868.

### **Guidance Document:**

Traffic Engineering Division Memoranda, issued 1967-present, Code of Virginia, §33.1-12 (3) and (5), 24VAC30-520 (Classifying and Marking State Highways)

Questions regarding interpretation or implementation of this document may be directed to the State Traffic Engineer during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation's Traffic Engineering Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

### **Programming Division**

Copies of the following document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation's Programming Division, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at <http://www.virginiadot.org/projects/syp-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Programming Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

### **Guidance Document:**

Virginia Six-Year Improvement Program, implemented July 1, 2007, §33.1-12 (9), Code of Virginia

### **Office of Public Affairs**

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, FAX (804) 371-6846, or e-mail [vdotmapfiles@vdot.virginia.gov](mailto:vdotmapfiles@vdot.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

### **Guidance Documents:**

Virginia Official State Transportation Map Policy and Procedures, revised August 2005, Code of Virginia, §33.1-36, Code of Virginia, no charge

Statement on the Use of VDOT County Map Series Digital Files, revised October 2008, Code of Virginia, §33.1-84, no charge

Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised September 2005; §33.1-62 et seq.

## **Policy Division**

Copies of the following document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Policy Division. Copies may be obtained free of charge by contacting the Policy Division Administrator, 1401 E. Broad St., Richmond, VA, 23219, telephone (804) 786-1830, or FAX (804) 225-4700. This document is also available via the internet at <http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3>.

Questions regarding interpretation or implementation of this document may be directed to the Policy Division Administrator at the address, telephone number, or FAX number provided above.

### **Guidance Document:**

Intellectual Property: a Handbook for Employees of the Virginia Department of Transportation, Fifth Edition, issued August 2006, Code of Virginia, §2.2-2822, no charge

## **Right of Way Division**

Copies of the following document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation's Right of Way Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting William E. Meador, Relocation Program Manager, at the same address, telephone (804) 786-2928 or FAX (804) 786-1706.

### **Guidance Document:**

Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. July 1, 2006, 24VAC30-41 (Rules and Regulations Governing Relocation Assistance)

## **Structure and Bridge Division**

Copies of the following document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Structure and Bridge Division, located in the VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Ann Lafrancis at the same address, telephone (804) 786-2636, or FAX (804) 786-2988. This document is also available online at:

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf>

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at Structure and Bridge Division, VDOT Annex Building, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

### **Guidance Document:**

Structure and Bridge Division Instructional and Informational Memorandum 27.6, Bridge Safety Inspections, issued January 2008, Code of Virginia, §33.1-12, Code of Virginia, 23 CFR Part 650 Subpart C

### **Districts:**

#### **Staunton District**

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rt. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120, or FAX (540) 332-9267.

Questions regarding interpretation or implementation of these documents may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

### **Guidance Documents:**

VDOT General Notes for Subdivisions, revised May 2004, 24VAC30-91 (Subdivision Street Requirements)

Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000, 24VAC30-91 (Subdivision Street Requirements)